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 T H E F U T U R E

<b>ADMINISTRATIVE COUNCIL</b> <b>AGENDA</b>
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<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/>	Staff	<b>Date:</b> 1/24/06
	<input type="checkbox"/>	Product/Project	<b>Starting Time:</b> 8:30 a.m.
	<input type="checkbox"/>	Special	<b>Ending Time:</b> 10:30 a.m.
			<b>Place:</b> F-106

<b>CHAIR:</b>	Gerri Perri	<b>MEMBERS:</b> Appenzeller, Barrett, Bogue, Chiriboga, Gilchrist, Lyon, Morones, Ramos, Satele, Sherwood, Taccone, Wolfe
<b>RECORDER:</b>	Leonita Cole	

Order of Agenda Items	Desired Outcome	Resources Used
1. Customer Service Academy – Jennifer Lewis		
2. CCC Budget Plan News Release		Attached
3. FTES Update		
4. Area Reports - All		



<b>ADMINISTRATIVE COUNCIL          AGENDA</b>
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<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/> Staff	<b>Date:</b>	3/14/06
	<input type="checkbox"/> Product/Project	<b>Starting Time:</b>	8:30 a.m.
	<input type="checkbox"/> Special	<b>Ending Time:</b>	10:30 a.m.
		<b>Place:</b>	F-106

<b>CHAIR:</b>	<b>Gerri Perri</b>	<b>MEMBERS:</b> Appenzeller, Barrett, Bogue, Chiriboga, Gilchrist, Lyon, McNeil, Morones, Ramos, Satele, Sherwood, Taccone, Wolfe
<b>RECORDER:</b>	Leonita Cole	

Order of Agenda Items	Desired Outcome	Resources Used
1. Task Force on Discipline Report – Wolfe		
2. Dinner Dance - Wolfe		
3. Evening Duty Responsibilities - Perri		
4. Admin Procedure 3720 – Appenzeller		Attached
5. Second Eight-week Session		
6. Non-Credit Update - Ramos		
7. Facilities Update		
8. Budget Update		
9. FTES Goal 2006-07		
10. Area Reports - All		



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<b>ADMINISTRATIVE COUNCIL</b> <b>AGENDA</b>
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<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/> Staff	<b>Date:</b>	4/25/06
	<input type="checkbox"/> Product/Project	<b>Starting Time:</b>	8:30 a.m.
	<input type="checkbox"/> Special	<b>Ending Time:</b>	10:30 a.m.
		<b>Place:</b>	F-106

<b>CHAIR:</b>	<b>Gerri Perri</b>	<b>MEMBERS:</b> Appenzeller, Barrett, Bogue, Chiriboga, Gilchrist, Lyon, McNeil, Morones, Ramos, Satele, Sherwood, Taccone, Wolfe
<b>RECORDER:</b>	Leonita Cole	

Order of Agenda Items	Desired Outcome	Resources Used
1. Draft Mission Statement GC/CC & District		Attached
2. CCLC Monthly Update		Attached
3. Calling Campaign Sign Up - Satele		
4. Area Reports - All		



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<b>ADMINISTRATIVE COUNCIL</b> <b>AGENDA</b>
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<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/> Staff	<b>Date:</b>	5/23/06
	<input type="checkbox"/> Product/Project	<b>Starting Time:</b>	8:30 a.m.
	<input type="checkbox"/> Special	<b>Ending Time:</b>	10:30 a.m.
		<b>Place:</b>	F-106

<b>CHAIR:</b>	<b>Gerri Perri</b>	<b>MEMBERS:</b> Appenzeller, Barrett, Bogue, Chiriboga, Gilchrist, Lyon, McNeil, Morones, Ramos, Satele, Sherwood, Taccone, Wolfe
<b>RECORDER:</b>	Leonita Cole	

Order of Agenda Items	Desired Outcome	Resources Used
1. Accreditation Themes		Bring your documents from the 4/25 meeting
2. Accreditation Update		
3. Commencement Overview - Barrett		
4. Area Reports - All		



<b>ADMINISTRATIVE COUNCIL</b> <b>AGENDA</b>
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<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/>	Staff	<b>Date:</b>	8/22/06
	<input type="checkbox"/>	Product/Project	<b>Starting Time:</b>	8:30 a.m.
	<input type="checkbox"/>	Special	<b>Ending Time:</b>	10:30 a.m.
			<b>Place:</b>	F-106

<b>CHAIR:</b>	Gerri Perri	<b>MEMBERS:</b> Appenzeller, Barrett, Bogue, Chiriboga, Gilchrist, Lyon, Marron, McNeil, Migala, Morones, Ramos, Satele, Sherwood, Taccone, Wolfe
<b>RECORDER:</b>	Leonita Cole	

Order of Agenda Items	Desired Outcome	Resources Used
1. Enrollment Update		
2. Budget Update		
3. 2006-07 Priorities		
4. Vice President, Instruction		
a. Enrollment Update		
b. Accreditation Update		
c. First Six Hours—follow up		
d. Title III On Course update		
5. ACCCA Membership – Wolfe		
6. Area Reports - All		

## PRESIDENT'S CABINET RETREAT

DATE: TUESDAY, AUGUST 28, 2006

TIME: 8:30 A.M. – 1:00 P.M.

PLACE/LOCATION: HERITAGE OF THE AMERICAS MUSEUM

ATTENDEES: PRESIDENT'S CABINET

- Geraldine Perri, President
- Cristina Chiriboga, Vice President of Instruction
- Joe Marron, Vice President of Student Development & Services
- Arleen Satele, Vice President of Administrative Services
- Henri Migala, Executive Dean of Institutional Advancement

POSSIBLE TOPICS:

1. How can we be an effective team?
2. What are our respective roles as Cabinet members?
3. How can we function more effectively as a leadership group?
4. How can we keep the college spirit/ community/sense growing?
5. Trouble Waters – Inter-college/District relations – strategies for keeping our head above water and spirits up!

## ADMINISTRATIVE COUNCIL RETREAT

DATE: TUESDAY, SEPTEMBER 26, 2006

TIME: 8:30 A.M. – 1:00 P.M.

PLACE/LOCATION: TBD

ATTENDEES: ADMINISTRATIVE COUNCIL

- Geraldine Perri, President
- Beth Appenzeller, Dean of Admissions & Records
- Sharon Barrett, Assistant Dean of Student Affairs
- Vivian Bogue, Director of REBRAC
- Cristina Chiriboga, Vice President of Instruction
- Michael Gilchrist, Manager of Barnes & Noble Bookstore
- Sandy Lyon, Associate Dean of EOPS
- Joe Marron, Vice President of Student Development & Services
- Teresa McNeil, Interim Dean of Counseling & Matriculation
- Henri Migala, Executive Dean of Institutional Advancement
- Gene Morones, Interim Associate Dean of Special Funded Programs
- Marie Ramos, Dean of Division III
- Arleen Satele, Vice President of Administrative Services
- Larry Sherwood, Interim Associate Dean of Learning Resources and Instructional Technology
- Al Taccone, Dean of Division II
- Madelaine Wolfe, Dean of Division I

POSSIBLE TOPICS:

1. Team Building
2. Role/Expectations of Administrators
3. How do we effectively lead and advance college plans
4. Innovation/Creativity:
  - a. How do we facilitate it?
  - b. How can we encourage it?
  - c. How can we be a resource for it?
5. How can we build community at Cuyamaca College?
6. How can we build a better relationship with Grossmont College and the District?

## LEADERSHIP (SHARED GOVERNANCE) RETREAT

DATE: FRIDAY, OCTOBER 13, 2006

TIME: NOON TO 3:30 P.M.

PLACE/LOCATION: HERITAGE OF THE AMERICAS MUSEUM

ATTENDEES: PRESIDENT'S CABINET

- Geraldine Perri, President
- Cristina Chiriboga, Vice President of Instruction
- Joe Marron, Vice President of Student Development & Services
- Arleen Satele, Vice President of Administrative Services
- Henri Migala, Executive Dean of Institutional Advancement

Academic Senate Officers Committee

- Jan Ford, President
- Mike Wangler, Vice President
- Kari Wergeland, Regular (F/T) Officer at Large
- Ed Cline, P/T Senator at Large
- Peter Haro , P/T Officer at Large

Associated Students of Cuyamaca College

- Brian Hash, President
- Pat Ardilla, Student Trustee

Classified Senate

- Maggie Gonzales, Vice President, Cuyamaca College

POSSIBLE TOPICS:

1. What are our respective roles in leadership/participatory governance?
2. How can we be more effective as leaders and representatives of our constituent groups?
3. How can we be more effective as a team?





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<b>ADMINISTRATIVE COUNCIL</b> <b>AGENDA</b>
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<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/> Staff	<b>Date:</b>	9/12/06
	<input type="checkbox"/> Product/Project	<b>Starting Time:</b>	8:30 a.m.
	<input type="checkbox"/> Special	<b>Ending Time:</b>	10:30 a.m.
		<b>Place:</b>	F-106

<b>CHAIR:</b>	<b>Gerri Perri</b>	<b>MEMBERS:</b> Appenzeller, Barrett, Bogue, Chiriboga, Gilchrist, Lyon, Marron, McNeil, Migala, Morones, Ramos, Satele, Sherwood, Taccone, Wolfe
<b>RECORDER:</b>	Leonita Cole	

Order of Agenda Items	Desired Outcome	Resources Used
1. Administrator Group Photo @ 8:30 – LRC Front Steps		
2. Budget Update		
3. Student Issues - Barrett		
4. Newsletter Articles - Migala		
5. Area Reports - All		



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<b>ADMINISTRATIVE COUNCIL</b> <b>AGENDA</b>
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<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/> Staff	<b>Date:</b>	10/10/06
	<input type="checkbox"/> Product/Project	<b>Starting Time:</b>	8:30 a.m.
	<input type="checkbox"/> Special	<b>Ending Time:</b>	10:30 a.m.
		<b>Place:</b>	F-106

<b>CHAIR:</b>	<b>Gerri Perri</b>	<b>MEMBERS:</b> Appenzeller, Barrett, Bogue, Chiriboga, Gilchrist, Lyon, Marron, McNeil, Migala, Morones, Ramos, Satele, Sherwood, Taccone, Wolfe
<b>RECORDER:</b>	Leonita Cole	

Order of Agenda Items	Desired Outcome	Resources Used
1. Schedule Debut, Nov 7 - Appenzeller		
2. Student Issues - Barrett		
3. Area Reports - All		



## ADMINISTRATIVE COUNCIL AGENDA

<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/>	Staff	<b>Date:</b>	11/14/06
	<input type="checkbox"/>	Product/Project	<b>Starting Time:</b>	8:30 a.m.
	<input type="checkbox"/>	Special	<b>Ending Time:</b>	9:30 a.m.
			<b>Place:</b>	F-106

**CHAIR:** Gerri Perri      **MEMBERS:** Appenzeller, Barrett, Bogue, Chiriboga, Gilchrist, Lyon, Marron, McNeil, Migala, Morones, Ramos, Satele, Sherwood, Taccone, Wolfe

**RECORDER:** Leonita Cole

Order of Agenda Items	Desired Outcome	Resources Used
1. EPC Kick-Off <del>–</del> Satele <u>– 8:30 – 9:30 a.m.</u>		
2. <u>Final Call for Newsletter Articles</u>		
3. <u>Schedule Debut Update – Appenzeller</u>		
4. <u>FTES Report</u>		<u>Handout</u>
5. <u>Area Reports - All</u>		

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ADMINISTRATIVE COUNCIL  
MANAGER'S TRAINING

DATE: TUESDAY, NOVEMBER 28, 2006

TIME: 8:00 A.M. – 9:00 A.M.

PLACE/LOCATION: F-106

ATTENDEES: ADMINISTRATIVE COUNCIL

- Geraldine Perri, President
- Beth Appenzeller, Dean of Admissions & Records
- Sharon Barrett, Assistant Dean of Student Affairs
- Vivian Bogue, Director of REBRAC
- Cristina Chiriboga, Vice President of Instruction
- Michael Gilchrist, Manager of Barnes & Noble Bookstore
- Sandy Lyon, Associate Dean of EOPS
- Joe Marron, Vice President of Student Development & Services
- Teresa McNeil, Interim Dean of Counseling & Matriculation
- Henri Migala, Executive Dean of Institutional Advancement
- Gene Morones, Interim Associate Dean of Special Funded Programs
- Marie Ramos, Dean of Division III
- Arleen Satele, Vice President of Administrative Services
- Larry Sherwood, Interim Associate Dean of Learning Resources and Instructional Technology
- Al Taccone, Dean of Division II
- Madelaine Wolfe, Dean of Division I

POSSIBLE TOPICS: GENERAL AREAS OF DISCUSSION

1. Role, functions and responsibilities of managers
2. Accountability with regard to approval and signing documents

3. Accountability:
  - a. Adherence to District, college and external policies, procedures and processes; and state and federal regulations
  - b. Manager's role in approving:
    - Budget
    - Off-Campus Travel Request Form
    - Time off
    - Faculty and staff hires
    - Evaluation process
    - Discipline
  
4. Instruction Issues
  - a. Curriculum Course approvals and modification forms
  - b. Equivalency form
  - c. Professional salary hurdle credit (e.g. breadth and depth form)
  - d. Project Stipend approval form
  
5. Administrative Services Issues
  - a. Procurement card usage
  - b. Restricted budget timelines and review
  - c. Quick Procedures - travel, Boise purchases
  - d. Booklet with IFAS
  - e. Spending - how to prevent fraud.
  
6. Student Development & Services Issues
  - a. Student Grievance and Due Process Procedures
  - b. Student Discipline Procedures

